



## **Reminder: Updating Employee Emergency Contact Information**

NASA employees are reminded to review and update their emergency contact information on the Employee Emergency Contact Information System on Employee Express at <https://www.employeeexpress.gov>.

The Department of Homeland Security and the Office of Personnel Management have directed agencies to prepare their workforces to continue operations during national or regional emergencies. As a result, all NASA civil service employees are asked to provide emergency contact information. At least one emergency contact should be from outside of the geographical area of the employee's work site. This emergency contact information will be used for a variety of purposes, such as providing information to the employee's contact about the emergency and obtaining information on the status and location of the employee in the event of an evacuation.

It is essential that employees enter and keep their emergency contact information current. Therefore, please take a minute to log on to Employee Express at <https://www.employeeexpress.gov> and click the "Emergency Contact Information" link in the "Miscellaneous" section in the lower left of the Main Menu to ensure the accuracy of the information previously entered and/or to add or update your information.

In the event of an emergency, NASA will coordinate and release employee notices to provide updated information to employees. These notices and other pertinent information about emergencies will be posted on NASA's Emergency Operations Center (EOC) Web site at: <http://www.nasa.gov/offices/eoc/home>.

Please direct any questions concerning this notice to the NASA Shared Services Center (NSSC) Customer Contact Center at 1-877-NSSC123 or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

For assistance with Employee Express, contact their help desk at 1-888-353-9450.